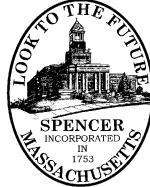


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

DAVID R. O'COIN
NORMAN C. LETENDRE, JR.
ROBERT O. FRITZE, JR.

3 OLD MEADOW ROAD
SPENCER, MA. 01562



SUPERINTENDENT
STEVEN J. TYLER, P.E.

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Minutes of Meeting held March 6, 2013

Meeting of the Board of Water Commissioners held at the Water Department, 3 Old Meadow Road, Spencer, MA. All maps, diagrams, letters and notices are on file at the Utilities and Facilities Office.

Members present: David R. O'Coin
Norman C. Letendre, Jr.
Robert O. Fritze, Jr.

Staff present: Steven Tyler, Superintendent
Greg Karpowicz, Chief Water Systems Operator
Rebecca Pedone, Jr. Clerk

Meeting was called to order at 5:05 P.M.

Read and accepted minutes for February 6, 2013

Review invoices & sign vouchers

Shutoff Procedure in field – Procedure for terminations for shut off in field, knock on door, give 1 hour to pay, notify office, office will notify collectors. Procedure is for both single & multi family. Motion made Letendre/O'Coin to accept this Policy. Passed 3/0

Union Overtime Pay – Water Operators wanted to know if after a certain amount of overtime hours if a separate check could be issued. Mr. Fritz will look into it with accounting

Agricultural Preservation Restriction Application for Small Farm –All agree with application. Steve will draft letter of concerns. Motion Made by Letendre/O'Coin agreeing with to send letter. 3/0

FY14 Budget – Budget looks good. No need to increase rates this year. Board would like to see a summary in writing at next meeting. Motion made by Fritz/Letendre for written summary. Passed 3/0

Resident Questions

74 Cherry St: Tenant to continue with settling water bill issue with property owner. Pursuing housing court.

17.5 Greenville St: To continue with payment plan as agreed upon. Passed 3/0

9 Pearl St: Ok to waive late fees while estate is being settled. Passed 3/0

32 Maple St: Fritz to attend Housing Court hearing with Lee Jarvis on Monday March 11, 2013 in regards to termination of water for non-payment.

47 Main St: Resident stated she would be in to meet with Commissioners. Resident failed to show. She will need to pay past due balance in full to keep service on. Passed 3/0

53 Cherry St: Resident sent in letter of hardship she has 10 days to make some sort of payment on account to avoid termination and agree to meet with Commissioners at the next board meeting April 3, 2013. Motion made O'Coin/Letendre. Passed 2/1

17 Summit St: Agree on payment as stated in letter of hardship by resident. Passed 3/0

33 Church St: Resident sent in letter of hardship looking to pay past due balance Monday March 11, 2013. Motion made by Letendre/O'Coin. Passed 2/1

15 North St: Resident sent in letter of hardship. Motion made by Fritz/Letendre to deny extension to pay past due balance. Passed 3/0

19 Prospect: Resident sent in letter of hardship. Resident to pay \$832.50 within 10 days and Balance 30 days from today. Motion made by Fritz/Letendre. Passed 3/0

10 Adams St: Resident looking for extension to pay, failed to send in hardship letter. Resident to pay balance of past due amount within 20 days and send in hardship letter. Motion made by O'Coin/Letendre. Pass 2/1

Public Meeting Adjourned at 7:00 PM, motion by Fritz, seconded by Letendre, and in favor, O'Coin.